



CITY OF HOUSTON

Housing & Community Development Department

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Subject: Letter of Clarification No.2
HCDD Public Services

Reference: Request for Proposal No.: T26650

To all Prospective Respondents:

This Letter of Clarification is issued for the following reasons:

- To answer the following questions:

1. Question: *I believe Robin is out but wanted to know if we can still apply even if we didn't attend preproposal conference?*

Answer: *There is no requirement that an agency must attend the preproposal conference to apply.*

2. Question: *I heard yesterday that there were 10 programs that would be applying for funds. Does that reach the \$1.6 million, or is there an opportunity for an application form us?*

Answer: *We do not know how many applications will be submitted. In the past there have been upwards of approximately 14 applications. Typically, the department awards around six (6) applications.*

3. Question: *Can the RFP be sent to us as a word document so that we can better access/complete required documentation (i.e. Exhibit A, B, C, etc.)?*

Answer: *All information for the RFP can be found at:
<http://www.houstontx.gov/housing/rfp.html>*

4. Question: *Regarding Part 12: Activity Plan and Project Implementation Schedule of Public Services Program Checklist there is not an example of this document; within the RFP, the Part 12 attachment is "Certification Regarding Location of Facilities and Shelters". Our question is: Do we create the "Activity Plan and Project Implementation Schedule", or does the City have a form that we need to use?*

Answer: Please disregard Part 12: Activity Plan and Project Implementation Schedule title on the Public Services Program Checklist. It should read: Part 12: Certification Regarding Location of Facilities and Shelters. Part 13 should read: Required Supportive Documentation and Part 14 should be deleted.

5. Question: Regarding Part 2: Title Page-Our Executive Director & CEO has the authority to legally submit proposals for SER, but on the document the wording suggests that it should be signed by our Board Chairman; Can the Title Page be signed by our Executive Director/CEO?

Answer: The title page states: Name & Title of Certifying Representative Note: "Certifying Representative" means the individual who may legally submit proposals for the agency and enter into agreements with The City of Houston, i.e. the Chairman of the Board of a social service agency. You may identify a different "contact person."

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document.

Furthermore, it is the responsibility of each RESPONDENT to obtain any previous Letter(s) of Clarification associated with this solicitation.



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